

CONSTITUTION AND BY-LAWS OF ILLINOIS TRIO

ARTICLE 1 NAME

The name of the Illinois Chapter, of the Educational Opportunity Association (hereinafter referred to as the Association or EOA), shall be Illinois TRIO, hereinafter referred to as the Chapter.

ARTICLE 2 PURPOSE AND OBJECTIVES

SECTION 2.1 PURPOSE

The purposes of the Chapter shall be to foster and promote standards of professional training effectiveness, and recognition of TRIO Programs (e.g. Educational Opportunity Centers, Educational Talent Search, Ronald E. McNair Post-Baccalaureate Achievement, Student Support Services, Upward Bound, Upward Bound Math/Science, and Veterans Upward Bound) and educational personnel who are in institutions of higher education and in other public and private agencies and organizations concerned with or engaged in the support and/or administration of educational opportunity.

SECTION 2.2 OBJECTIVES

2.2.1) To service the needs and interests of (1) students, faculty, and administrators in institutions of higher education, and (2) individuals in public and private agencies and organizations concerned with or engaged in the support and/or administration of TRIO and Educational Opportunity Programs (EOP) by promoting and facilitating the coordination of educational opportunities and by advising and assisting in the promotion and development of positive program implementation.

2.2.2) To promote and facilitate communication between institutions of higher education and the sponsors of student aid funds.

2.2.3) To stimulate, promote, and conduct systematic studies and research, cooperative experiments, education, conferences, and such other related activities as are desirable or necessary to fulfill the purposes of the Chapter.

ARTICLE 3 MEMBERSHIPS

SECTION 3.1 TYPES OF MEMBERSHIPS

Membership in the Association is subject to the review of the Association Membership and Certification Committee. There will be no individual membership in a Chapter apart from membership in the Association. Membership in the Association will be of five types: Active Professional, Affiliate, Organizational, Honorary, and Honorary Active Professional.

SECTION 3.2 ACTIVE PROFESSIONAL MEMBERSHIP

3.2.1) Active Professional Membership is available for any professional who will actively support the purposes and objectives of the Chapter, as delineated in Article 2 of this Constitution and Bylaws and whose primary work is either directly in educational opportunity programs and services or in a professional field and indirectly promotes educational opportunities. Active Professional Members must be members in good standing of a recognized Chapter, must reside or work within the Chapter's borders and must pay the annual dues as established by the Association Board of Directors.

3.2.2) Each Active Professional Member is entitled to have a voice and one vote in affairs of the Chapter and Association, and is eligible to hold office as delineated in Article 4, Section 4.1.2 of this Constitution and By-laws.

SECTION 3.3 AFFILIATE MEMBERSHIP

3.3.1) Affiliate Membership is available for any individual who supports the purposes and objectives of the Chapter, as herein expressed, such as educational opportunity program alumni, participants, retirees, graduate students, and others having an interest in broadening accessibility to and success in formal postsecondary education. Affiliate Members must be members in good standing of a recognized Chapter and the Association, need not reside or work within the Association's borders, and must pay the annual dues as established by the Association Board of Directors.

3.3.2) Each Affiliate Member may have voice, but may not vote in affairs of the Chapter and Association and is not eligible to hold office.

SECTION 3.4 ORGANIZATIONAL MEMBERSHIP

3.4.1) Organizational Membership is available for any organization, whether an educational institution, nonprofit organization, corporation, business, or agency having an active interest in promoting the goals of the Chapter and the Association. Organizational Members must be members in good standing with the Chapter and the Association and must pay the annual dues as established by the Association Board of Directors.

3.4.2) Each Organizational Member shall be allowed individuals, up to the level of paid membership dues, to become certified to represent the organization at meeting of, or otherwise in connection with, the Association/Chapter and receive member rates for attendance and participation.

3.4.3) Each individual certified under an Organizational Membership may have voice but not vote in the affairs of the Chapter or the Association and is not eligible to hold office.

SECTION 3.5 HONORARY MEMBERSHIP

3.5.1) Honorary Membership may be conferred upon an individual, institution, organization foundation or business by a two-thirds vote of the EOA Board of Directors in recognition of extraordinary contributions to or support of the Association. Any Active Professional member, Associate member, Association Committee, or Chapter may submit a nomination for Honorary Membership for consideration by the Association Board of Directors. Once conferred. Honorary Membership I perpetual unless or until otherwise determined by the Association Board of Directors. Honorary Members need not be members of a recognized Chapter chartered by the Association nor reside in or be employed within a chartered Chapter's borders or those of the Association. Annual dues are waived for Honorary Members.

3.5.2) Honorary Members are to receive recognition by annual publication of a roster of such members and by such other recognition, as may be deemed appropriate by the Association Board of Directors.

3.5.3) Each Honorary Member may have voice, but may not vote in affairs of the Chapter and Association, and is not eligible to hold office.

SECTION 3.6 HONORARY ACTIVE PROFESSIONAL MEMBERSHIP

3.6.1) Honorary Active Professional Membership is limited to current Active Professionals in recognition of extraordinary service to the Chapter and the Association. Any Active Professional Member,

Associate Member, Chapter or Association Committee, or Chapter may submit a nomination for Honorary Active Professional Membership for consideration by the Association Board of Directors. Once conferred Honorary Active Professional Membership is perpetual unless or until otherwise determined by the Association Board of Directors. Annual dues are waived for Honorary Active Professional Members.

3.6.2) A Past President of the Association or Chapter will, five years from the completion of their term, be automatically recognized with an Honorary Active Professional Membership.

3.6.3) Honorary Active Professional Members are to receive recognition by annual publication of a roster of such members and by such other recognition as may be deemed appropriate by the Association Board of Directors.

3.6.4) Honorary Active Professional Members are entitled to both voice and vote in the affairs of the Chapter and Association and are eligible to hold office as delineated in Article 4, Section 4.1 of this Constitution and By-laws, however, Honorary Active Professional Members who wish to hold office must reside or work within the Chapter and Association's borders.

SECTION 3.7 COMMITTEE SERVICE

All Chapter members, regardless of category, are eligible to serve as chairs, conveners, facilitators, or members of any Chapter committee, subject to the terms stipulated by Article 8.

SECTION 3.8 ASSOCIATION DUES

Annual Association dues for all members shall be established by action of the Association's Board of Directors.

SECTION 3.9 MEMBERSHIP YEAR

The membership year shall be annual (12 month) based on an approved membership application accompanied by the appropriate dues.

SECTION 3.10 COMPENSATION AND EXPENSES OF CHAPTER MEMBERS

The members of the Chapter and Association, as such, shall receive no compensation from the Chapter or Association for their services performed as Chapter members on behalf of the Chapter and Association. Any travel or related expenses incurred by the member in the conduct of Chapter and Association affairs may be paid to the extent as stipulated in the Chapter Fiscal Policies and Procedures and other appropriate governing documents, or as otherwise approved by the Executive Council.

3.10.1) Compensation as Employee of Chapter

Simultaneous service as a member and as an employee who is to receive compensation or salary from the Chapter shall not be permitted.

ARTICLE 4 STRUCTURE OF THE EXECUTIVE COUNCIL

SECTION 4.1 OFFICERS OF THE CHAPTER

4.1.1) Name

Officers of the Chapter shall be the President, President-Elect, Immediate Past President, Secretary, and Treasurer. The Officers of the Chapter will also be referred to as the Executive Council.

4.1.2) Elections

Election of officers shall be held by every year from among eligible members as outlined in Article 3. An independent firm shall be used to distribute, collect, and tabulate responses from the membership, and shall report the results to the Executive Council through the Nominations and Elections Chair.

4.1.3) Terms of Office

The term of office of any elected officer of the Chapter shall begin immediately following his/her swearing in at the closing of the EOA Board of Directors meeting at the EOA Annual Conference or at the time of appointment and shall be a period of one year or until a successor takes office.

4.1.4) Vacancies of Officers

4.1.4.1) President's Death, Resignation, Failure to Perform Duties, or Impeachment

The President-Elect shall assume the Presidency of the Chapter upon the death, resignation, failure to perform duties, or impeachment of the President or upon the conclusion of the President's term and this appointment shall not prejudice the election of the incumbent to a regular term of office.

4.1.4.2) President-Elect's Death, Resignation, Failure to Perform Duties, or Impeachment

In the event of the President-Elect's death, resignation, impeachment, failure to perform duties, or ascension to the Presidency, the vacancy shall be filled by a special at-large election, providing there are six or more months remaining in the normal term of office. If there are fewer than six months remaining in the normal term of office, the vacancy shall be filled by a two-thirds vote of the Executive Council upon nomination by the President, and the position shall be on an interim basis until the next general election of officers and shall not prejudice the election of the incumbent to a regular term of office.

4.1.4.3) Vice-President

A new office entitled Vice-President shall be created by the Executive Council, upon the unusual ascension of the President-Elect to President. The Vice-President shall assume the duties of the President-Elect as an Officer of the Chapter. In the event of the President-Elect's death, resignation, impeachment or ascension to the presidency, the vacancy shall be filled by a special at-large election, providing there are six or more months remaining in the normal term of office. If there are fewer than six months remaining in the normal term of office, the position shall be entitled Vice-President, and the vacancy shall be filled by a two-thirds vote of the Executive Council upon nomination by the President. This practice will be done on an interim basis until the next general election of officers, and this appointment shall not prejudice the election of the incumbent to a regular term of office.

4.1.4.4) Immediate Past President's Death, Resignation, Failure to Perform Duties, or Impeachment

In the event of the Immediate Past President's death, resignation, failure to perform duties, or impeachment, the vacancy shall be filled by an appointment of the President and approved by the Executive Council by

majority vote. Such candidates for this appointment shall be a former president of Illinois TRIO, who meets the membership requirements of Article 3.

4.1.4.5) Treasurer’s Death, Resignation, Failure to Perform Duties, or Impeachment

Upon the death, resignation, failure to perform duties, or impeachment of the Treasurer, the vacancy will be filled by the Executive Council upon nomination by the President. Such appointment shall be on an interim

basis until the next general election of officers and shall not prejudice the election of the incumbent to a regular term of office.

4.1.4.6) Secretary’s Death, Resignation, Failure to Perform Duties, or Impeachment

Upon the death, resignation, failure to perform duties, or impeachment of the Secretary, the vacancy will be filled by the Executive Council upon nomination by the President. Such appointment shall be on an interim basis until the next general election of officers, and shall not prejudice the election of the incumbent to a regular term of office.

4.1.4.7 Impeachment

Impeachment of elected officers may be affected by a two-thirds vote of the General Assembly upon 1) recommendation of the Executive Council, or 2) petition of two-thirds of the voting members of the Chapter.

4.1.4.8) Failure to Meet Membership Requirements

If any officer, during the course of the term of office fails to meet the membership requirements in Article 3, the officer shall forfeit the right to such office. The officer is required to provide written notification to the Executive Council within two weeks of the change in status. The Executive Council shall fill the vacancy in accordance with the provisions prescribed in Article 4, Section 4.1.4.

SECTION 4.2 MEMBERS-AT-LARGE

Members-at-large are nominated by the incoming President and approved by the Executive Council. Any Active Professional Member or Honorary Active Professional Member can serve as a Member-at-large. Each Member-at-large shall have responsibility of communicating and voicing the concerns of the membership. Each Member-at-large will oversee a geographical area of the state of Illinois, which is divided into North, Central and South.

SECTION 4.3 DUTIES OF OFFICERS

4.3.1) President

The President shall be the chief elected officer of the Chapter, shall preside at all meetings of the Chapter shall be Chairperson of and preside at all meetings of the Executive Council and shall be an ex-officio member of all committees. The President shall be responsible for setting the schedule, location, and agenda for meetings of the Illinois TRIO Board. The President shall distribute the schedule at or prior to the first annual board meeting. The President shall submit an annual written report to the Chapter at the Annual Meeting of the Association on matters which have taken place during his/her term of office. The President shall be one of the Illinois

delegates to the Association's Board of Directors and is responsible for submitting all required reports to the Association.

4.3.2) President-Elect

The President-Elect shall be responsible for the Membership Services area and shall chair the Membership and Certification Committee. The President-Elect serves as a member of the Finance Committee. The President-Elect may be asked to take presidential authority, in the absence of the President, under special circumstances. The President-Elect shall be one of the Illinois delegates to the Association's Board of Directors, is responsible for submitting required reports to the Association, and shall serve as a member of the Association's Membership and Certification Committee.

4.3.3) Immediate Past President

The Immediate Past President shall serve as a member of the Special Concerns and Affiliations Committee, and as a member of the Association Planning and Development Committee. Otherwise, the Immediate Past President shall perform the duties customary to the office.

4.3.4) Secretary

The Secretary shall be responsible for keeping and maintaining the records and minutes of the Chapter meetings and of the Executive Council, for the mailing of meeting notices and such other communications provided for in the Constitution and By-laws. The Secretary shall also be responsible for the Public Relations and Communications Committee and for the performance of such other duties as are appropriate to the office or as are prescribed by the Executive Council.

4.3.5) Treasurer

The Treasurer shall represent the Executive Council and Chapter in assuring the receipt and expenditure of funds in accordance with the Chapter Policies and Procedures, as well as the Chapter Fiscal Policies and Procedures and directives established by the Executive Council. The Treasurer shall maintain appropriate and adequate financial records and shall be ready whenever required to give to the Executive Council all financial records and shall give same to his/her successors upon termination of his/her term of office. The Treasurer shall submit a duly audited annual financial report to the Chapter at the annual meeting and each meeting of the Executive Council. The Treasurer shall be under such bond as determined by the Executive Council. The Treasurer will also serve as a member of the Finance Committee.

SECTION 4.4 COMPENSATION AND EXPENSES OF OFFICERS

None of the elected or appointed officials of the Chapter shall receive any compensation for their services as such to the Chapter.

4.4.1) Representatives of the Chapter approved by the Executive Council may be reimbursed for appropriate expenses incurred on Chapter business from Chapter funds. Such reimbursements must be approved by the Executive Council.

ARTICLE 5 EXECUTIVE COUNCIL

SECTION 5.1 COMPOSITION

5.1.1) The Executive Council shall be comprised of the five officers of the Chapter who are Immediate Past President, President, President-Elect, Treasurer, Secretary, and three Members- at-large.

5.1.2) An elected officer of the Chapter may only serve in one elected/appointed position at any given time.

SECTION 5.2 FUNCTIONS

The Executive Council shall have full authority to conduct the affairs of the Chapter during the interim period between meetings of the General Assembly. Such authority must remain within the provisions of this Constitution and By-laws and must not conflict with or reverse decisions, actions, or policies established by the General Assembly.

5.2.1) The Executive Council shall have the authority and responsibility for all disbursements of the funds of the Chapter.

SECTION 5.3 MEETINGS OF THE EXECUTIVE COUNCIL

5.3.1) Meetings and Notice

The Executive Council shall convene immediately prior to annual meetings of the Chapter and shall conclude when the new officers are sworn in. A calendar of other regular, scheduled meetings shall be presented by the President and approved by the Executive Council at its first meeting each year. Written and/or electronic notice shall be given to all members of the Executive Council at least 30 days prior to any additional meetings.

5.3.1.1) Additional meetings of the Executive Council may be called by a majority vote or petition of three members of the Executive Council or upon the call of the President. The President shall fix the time and place of such additional meetings. Notice thereof shall be given to all members of the Executive Council at least 7 days prior to any such called meeting unless a majority vote of the members of the Executive Council establishes cause and waives this requirement.

5.3.2) The President shall be Chairperson and preside at meetings of the Executive Council. In the President's absence, the President-Elect shall preside.

5.3.3) A quorum shall consist of a simple majority of the Executive Council which must include at least one (1) more than 50% of the Executive Council present.

5.3.4) Each sitting member of the Executive Council is entitled to one vote when present at an Executive Council meeting. At no time is voting by proxy by any member of the Executive Council permitted, nor may a member substitute representatives for its position. The President does not vote except in cases of a tie.

ARTICLE 6 THE GENERAL ASSEMBLY

SECTION 6.1) AUTHORITY, TIME, AND PLACE OF MEETING

The supreme authority of the Chapter shall be the General Assembly. The General Assembly shall meet annually at a time and place fixed by the Executive Council. Notices of the place, date, and time of the meeting must be sent by first class mail and/or electronic media to the addresses of record of all members at least 30 days before the meeting is held.

SECTION 6.2) MEMBERSHIP AND VOTING ELIGIBILITY

6.2.1) All categories of the Chapter's membership are allowed to participate in General Assembly meetings as stipulated in Article 3 of this Constitution.

6.2.2) Only Active Professional and Honorary Active Professional members are permitted to vote on business of the Chapter.

6.2.3) At each meeting of the General Assembly the Membership and Certification Committee shall certify and designate the eligible voting members.

SECTION 6.3) GENERAL ASSEMBLY QUORUM

The Chapter General Assembly meeting is traditionally held during the annual Chapter Professional Conference. Therefore, a quorum shall be calculated through confirmation of the total number of members attending the conference. A quorum shall represent 25% of the membership confirmed as conference attendees. In the event that a general assembly meeting is not held in conjunction with the annual conference, attendance records from the most recent Chapter professional conference shall be utilized to establish a quorum.

ARTICLE 7 BUSINESS AFFAIRS OF THE CHAPTER

SECTION 7.1 POLICIES, PROCEDURES, AND PRACTICES

Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall maintain a Policies and Procedures Manual to govern the general operations of the Association. This Manual must be reviewed annually by the Association executive officers and may be amended by the action of the Board of Directors. The Association Planning and Development Committee and the Association executive officers shall be responsible for oversight of the Policies and Procedures Manual to ensure that it remains current.

SECTION 7.2 FINANCIAL AFFAIRS

Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall annually maintain a Fiscal Policies and Procedures Manual to govern the general financial operations of the Association. It may be amended by action of the Board of Directors. The Finance Committee shall be responsible for oversight of the Fiscal Policies and Procedures Manual to ensure that it remains current.

SECTION 7.3 CONFLICT OF INTEREST

A conflict of interest, or the appearance of such, occurs when there is a divergence between an individual's private, personal relationships, or interest and his/her professional obligations to the Association such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal benefit, gain, or advantage.

7.3.1) Each member of the Board shall fully disclose to the Board of Directors any possible conflict of interest pertaining to a matter being considered by the Board. Any member of the board having a conflict of interest on any matter may answer pertinent questions for other Board members, but shall not be counted in determining the quorum for the vote, and shall abstain from voting on the matter.

7.3.2) Any member of the Association shall fully disclose to the membership any possible conflict of interest pertaining to a matter being considered by the membership. Any member of the Association having a conflict of interest on any matter may answer pertinent questions for other members but shall not be counted in determining the quorum for the vote and shall abstain from voting on the matter.

7.3.3) A roll call vote shall be conducted on any matter to which such conflict of interest pertains. The minutes of the meeting involving any such situation shall reflect that a full disclosure was made, the status of a quorum, and the abstention from voting.

SECTION 7.4) INTERESTS IN PROPERTY

Property includes all hardware, equipment, and other tangible goods owned by the Chapter.

SECTION 7.5) CONTROL AND MANAGEMENT

All the property of the Chapter shall be subject to the control and management of the Executive Council. Any accumulation or disposal of property except upon dissolution of the Chapter must be approved in advance by the Executive Council.

SECTION 7.6) DISPOSAL UPON DISSOLUTION

Upon dissolution of the Chapter none of its property shall be distributed to any of the members and all of such property shall be transferred to such other organization or organizations as the Chapter's Executive Council shall determine to have purposes and activities most nearly consonant with those of the Chapter provided such other organizations shall be tax exempt under Section 501(c) (3) of the Internal Revenue Code or corresponding provision of the Internal Revenue Laws.

SECTION 7.7) APPROPRIATIONS OF CHAPTER FUNDS

No appropriation of the Chapter's funds shall be made except pursuant to the authority of the Executive Council and in accordance with the Fiscal Policy and Procedures Manual.

ARTICLE 8 COMMITTEES

SECTION 8.1 APPOINTMENT OF COMMITTEES

The President shall nominate the chairs and members of all committees needed to conduct the affairs of the Chapter. Their appointment shall be subject to confirmation by the Executive Council.

SECTION 8.2 STANDING COMMITTEES

The Association and each of its Chapters shall have the following standing committees, which shall be established as per the provisions of EOA's Constitution and Bylaws Article 9, Section 9.2, and each of which shall perform such functions as may be prescribed by the Chapter.

8.2.1) Membership and Certification

The Membership and Certification Committee shall be chaired by the President-Elect who will also serve on the Association's Membership and Certification Committee. It shall be the responsibility of the Membership and Certification Committee to actively promote membership in the Chapter. The Membership and Certification Committee shall, for each Chapter business meeting, certify to the Executive Council the names of eligible voters and shall also be responsible for monitoring and tallying votes when necessary.

8.2.2) Research and Evaluation

The responsibilities of the Research and Evaluation Committee shall include but not be limited to the research and evaluation activities of the Chapter's purpose and goals as described in Article 2 of this Constitution and By-laws. This Committee shall be a resource for all committees of Illinois TRIO, and shall support priorities established by the Executive Council.

8.2.3) Special Concerns and Affiliations

This Committee shall be the philosophical and operational liaison for issues and programs requiring a close working relationship between representatives of higher education and representatives of secondary education. It will assume an affirmative action role in suggesting to the Executive Council programs and areas of cooperation. Another function of the Committee is to ensure representation of special group concerns in the activities and decision-making processes of the Chapter. The Immediate Past President will be a member of this committee. A representative of this committee shall also serve on the same EOA committee.

8.2.4) Legislation and Education

The Legislation and Education Committee shall be responsible for legislative concerns and shall keep the Executive Council and the membership informed on legislative issues relative to education in general and educational opportunities. A representative of this committee shall also serve on the same EOA committee.

8.2.5) Scholarships

The Scholarships Committee shall serve in the role of developing and implementing the scholarship selection process for all awards provided through the Association and amounts, eligibility criteria, scholarship renewals, and related matters shall be developed by the Scholarships Committee in conjunction with the EOA Education Foundation Board and must be approved by the Executive Council. The Committee shall consist of at least one representative

from each of the regions in the Chapter. A representative of this committee shall also serve on the same EOA committee.

8.2.6) Public Relations and Communications

The Public Relations and Communications Committee shall be chaired by the Secretary. This Committee shall regularly publish a newsletter, shall publish a calendar of events which concern the Chapter, and shall promote regular communication among the membership. This committee shall also encourage scholarly publications to further the Chapter's objectives.

8.2.7) Professional Development

The responsibility of the Professional Development Committee is to address matters pertaining to professional ethics and standards, and to provide professional development, training, and advancement activities and opportunities which contribute to the competency, status, and image of Chapter and Association members, including the Annual Conference. The Professional Development Committee is expected to work closely with other committees that have as a purpose the provision of training and development activities for the membership. The Committee shall consist of at least one representative from each region of the Chapter and the chairs of the Student Development Committee.

8.2.8) Finance Committee

The Finance Committee shall consist of the chair, a Member-at-large, the Treasurer, Immediate Past President, President, and President-Elect. The responsibilities will be to provide oversight, maintenance and disbursement of organizational funds acquired by membership dues, revenue generated by Illinois TRIO, events, and donations or contributions, in accordance with Chapter policies and procedures and the Chapter Fiscal Policies and Procedures.

8.2.9) Nominations and Elections

The responsibility of the Nominations and Elections Committee is to develop and implement a process for the selection of candidates for officers of the Chapter in accordance with the guidelines set down in this Constitution and By-laws. The Committee is further charged with conducting the election of the Chapter officers as stipulated in this Constitution and By-laws. The Committee shall consist of three members nominated from among the Active Professional Members by the President and confirmed by the Executive Council. No member of the Nominations and Elections Committee may become a candidate for any office while a member of this committee.

8.2.9.1) The Nominations and Elections Committee shall poll members for the names of possible candidates to be placed in nomination for the positions of President-Elect, Secretary, and Treasurer and shall select appropriate candidates from among these nominees. No person nominated and accepted as a candidate shall be placed in nomination for more than one office during the current election.

8.2.9.2) The Nominations and Elections Committee shall conduct the confidential election of officers by first class mail and/or other electronic media. The candidate receiving the most votes of those eligible members responding will be elected. In no case will proxy voting be allowed.

8.2.9.3) The Nominations and Elections Committee shall submit the procedures for carrying out the annual elections.

8.2.10) Technology

The Technology Committee is responsible for technology support, management, and maintenance for the Chapter, to maintain the online systems and website with incorporated emerging technologies, and to ensure the dissemination and availability of publications/updates, pertinent documents, event information and membership information.

SECTION 8.3 SPECIAL COMMITTEES

Special Committees may be created to promote the purposes of the Chapter or to carry out necessary functions of the Chapter. Creation of such committees, their jurisdiction, and the number, selection, and tenure of their members shall be the responsibility of the President subject to the approval of the Executive Council.

8.3.1) Student Development

This Committee shall coordinate and execute the Student Development Seminar activities of the Chapter in a fiscally responsible manner. This responsibility shall include all activities related to student development including, but not limited to conferences, seminars, workshops, travel, and other student development opportunities.

8.3.2) Council Fair Share

This committee is responsible for all Council Fair Share efforts, meeting the requirements set forth annually for the Chapter, and representing the Chapter in all Council Fair Share meetings.

8.3.3) National TRIO Day

This Committee is responsible for coordinating the National TRIO Day Celebrations in the three regions of the Chapter.

8.3.4) Policies, Procedures, and Practices Committee

The Policies, Procedures, and Practices Committee shall be responsible for developing and reviewing policies, procedures, and practices of the Chapter. Such concerns shall include but not be limited to the Chapter's Constitution, Fiscal Policies and Procedures, nominations and elections of officers, and awards.

SECTION 8.4 AD HOC COMMITTEES

Ad Hoc Committees may be created to promote the purposes of the Chapter or to carry out necessary functions of the Chapter. Creation of such committees, their jurisdiction, and the number, selection, and tenure of their members shall be the responsibility of the President subject to the approval of the Executive Council. Such committees will operate within the purposes and objectives of the Chapter, shall be specifically charged, and shall be automatically dismissed upon completion of their task. These committees can be chaired by any Active Professional Member, or Honorary Active Professional Member.

SECTION 8.5 REPORTS

Each Committee and subcommittee shall make an annual written report of its accomplishments, activities, and status, to the Executive Council at least 30 days prior to the General Assembly meeting and shall report at any other time as requested to do so by the Executive Council.

ARTICLE 9 SCHOLARSHIPS

SECTION 9.1 SCHOLARSHIPS

9.1.1) General Scholarships: The Chapter may establish such participant scholarships as it deems appropriate. The purposes of any scholarship shall be in accordance with the aims and purposes of the Chapter as set forth in this Constitution and By-laws and as stipulated by the terms of Section 501(c)(3) of the U. S. Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

9.1.1.1) All recipients of any Chapter scholarship must be verified as a current TRIO/EOP participant within the Chapter.

9.1.1.2) Scholarship amount, eligibility criteria not otherwise addressed herein, scholarship renewals, and related matters shall be developed and supervised by the Chapter Scholarships Committee, reviewed by the Finance Committee and must be approved by the Executive Council in accordance with the policies and procedures of the Chapter.

ARTICLE 10 EMPLOYEES

Provided necessary funds are available, the Chapter may employ personnel whose titles, duties and remuneration shall be determined by the Executive Council. Such employees may be under bond for such amount as may be determined by the Executive Council. Necessary expenses of any such employee may be paid from the funds of the Chapter under the Chapter's Fiscal Policies and Procedures established for such payments.

ARTICLE 11 RECORDS

SECTION 11.1 CURRENT RECORDS

11.1.1) The Chapter records shall include all current records, documents, reports, and related written information pertaining to Chapter affairs as indicated in Section 11.2.1, including, but not limited to, the minutes of all meetings of the Executive Council and the General Assembly; resolutions, and voting records of General Assembly meetings; Chapter committee reports; the Chapter's Fiscal Policies and Procedures; the Chapter's Policies, Procedures, and Practices Manual; and such other documents and written records which are customary and used by the Executive Council and the General Assembly.

11.1.2) The Chapter Secretary is responsible for maintaining all such records. At the conclusion of the term of office, the Secretary is responsible for submitting to the Chapter Archives all appropriate Chapter records generated during the term.

SECTION 11.2 ARCHIVAL RECORDS

11.2.1) The Chapter Archival Records shall include the Chapter Constitution and By-laws; the Chapter Articles of Incorporation; minutes, resolutions, and voting records of General Assembly meetings; Executive Council meeting minutes, reports, and operations manuals and guides; Annual Reports of the Executive Council; records of agreements and arrangements with other organizations and individuals; committee reports; Chapter's Annual Reports and related materials; financial records and reports, tax records, and auditors' reports and such other pertinent documents, records, and information as are directed by the Executive Council.

11.2.2) All records and documents shall be maintained in the Chapter's Archives.

ARTICLE 12 CONSTITUTIONAL AMENDMENTS

SECTION 12.1 CHAPTER AMENDMENT APPROVAL

Proposals to amend this Constitution and By-laws may be initiated by the Executive Council, a duly constituted committee of the Chapter, or by a member of the Chapter. Such proposals must be in writing, and if initiated by an individual member, they shall be signed by at least five (5) members of good standing who are eligible to vote. Any proposed amendments must be received in writing or electronic media by the Policies, Procedures and Practices Committee at least 21 days before the next scheduled meeting of the Executive Council. The Secretary shall make the proposed amendments available to the Executive Council for that meeting and then thereafter for distribution to all members of the Chapter, and no vote shall be taken until at least fourteen (14) days after such proposed amendments have been made available to all members.

SECTION 12.2 EOA AMENDMENT APPROVAL

Amendments to any Chapter's Constitution and Bylaws shall be reported in electronic and/or hard copy format to the Legal Concerns and Constitutional Issues Committee. Any proposed amendment must be received by first class mail and/or electronic media by the Association's Legal Concerns and Constitutional Issues Committee at least 21 days before the next scheduled meeting of the Association's Board of Directors. The Committee will present the amendments to the Association Board of Directors at least 14 days prior to a meeting of the Association's Board of Directors. Formal adoption by the Chapter is effective only after approval by the Association Board of Directors.

SECTION 12.3 APPROVAL

The Illinois TRIO Constitution and By-laws shall be amended by: U S Mail or electronic media. A majority vote of those eligible members responding is required for approval. In no case will proxy voting be allowed. An independent firm shall be used to distribute, collect, and tabulate responses from the membership, and shall report the results to the Executive Council.

ARTICLE 13 PARLIAMENTARIAN

The President shall appoint a Parliamentarian, subject to the confirmation of the Executive Council, who shall serve at all General Assembly meetings and as required, meetings of the Executive Council.

SECTION 13.1 ROBERT'S RULES OF ORDER

The current edition of Robert's Rules of Order shall govern the proceedings of the Chapter unless otherwise specified in the Constitution and By-laws.

ARTICLE 14 MANDATORY REVIEWS

This Chapter's Constitution and By-Laws shall be reviewed for consistency and maintenance of Fiscal Policies, Procedures and Practices, and Policies, Procedures and Practices every administration year by the Special Committee, Policies, Procedures and Practices Committee.

Adopted November 7, 1984;
Amended November 11, 2008
Amended, November 12, 2011
Amended, November 2, 2013
Amended, January 24, 2018
Amended, March 31, 2026